



TORO Analysis of Purchasing Managers to Production, Planning, and Expediting Clerks

INPUT SECTION:

Transfer	Title	O*NET	Filters		
From Title:	Purchasing Managers	11-3061.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Production, Planning, and Expediting Clerks	43-5061.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

OUTPUT SECTION:

Grand TORQ:

91

Ability TORQ		Skills TORQ		Knowledge TORQ	
Level		Level	89	Level	88

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
No Critical Gaps Recorded!				Active Listening	65	9	79	No Knowledge Upgrades Required!			

LEVEL and IMPT (IMPORTANCE) refer to the Target Production, Planning, and Expediting Clerks. GAP refers to level difference between Purchasing Managers and Production, Planning, and Expediting Clerks.

ASK ANALYSIS

Ability Level Comparison - Abilities with importance scores over 50

Description	Purchasing Managers	Production, Planning, and Expediting Clerks	Importance
Written Comprehension	57	51	72
Oral Comprehension	59	55	68
Oral Expression	64	53	68
Written Expression	57	50	68
Near Vision	64	50	65
Problem Sensitivity	57	46	62
Speech Recognition	60	44	62
Inductive Reasoning	55	44	59
Speech Clarity	53	44	59
Deductive Reasoning	59	48	56
Information Ordering	51	44	56
Category Flexibility	53	41	50



Selective Attention	41		37		50
Skill Level Comparison - Abilities with importance scores over 69					
Description	Purchasing Managers		Production, Planning, and Expediting Clerks		Importance
Active Listening	56		65		79
Reading Comprehension	66		65		78
Coordination	69		67		74
Speaking	62		62		70
Knowledge Level Comparison - Knowledge with importance scores over 69					
Description	Purchasing Managers		Production, Planning, and Expediting Clerks		Importance
Production and Processing	64		61		76
Customer and Personal Service	61		58		72
Computers and Electronics	61		61		70

Experience & Education Comparison					
Related Work Experience Comparison			Required Education Level Comparison		
Description	Purchasing Managers	Production, Planning, and Expediting Clerks	Description	Purchasing Managers	Production, Planning, and Expediting Clerks
10+ years	3%	5%	Doctoral	0%	0%
8-10 years	0%	0%	Professional Degree	0%	0%
6-8 years	0%	4%	Post-Masters Cert	0%	0%
4-6 years	75%	21%	Master's Degree	2%	4%
2-4 years	11%	19%	Post-Bachelor Cert	0%	0%
1-2 years	0%	9%	Bachelors	44%	12%
6-12 months	0%	34%	AA or Equiv	46%	20%
3-6 months	9%	1%	Some College	2%	10%
1-3 months	0%	1%	Post-Secondary Certificate	4%	7%
0-1 month	0%	0%	High School Diploma or GED	0%	44%
None	0%	2%	No HSD or GED	0%	0%
Purchasing Managers			Production, Planning, and Expediting Clerks		
Most Common Educational/Training Requirement:					
Bachelor's or higher degree, plus work experience			Short-term on-the-job training		
Job Zone Comparison					
4 - Job Zone Four: Considerable Preparation Needed			2 - Job Zone Two: Some Preparation Needed		
A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.			Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed. For example, a teller might benefit from experience working directly with the public, but an inexperienced person could still learn to be a teller with little difficulty.		



Most of these occupations require a four - year bachelor's degree, but some do not.

Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

These occupations usually require a high school diploma and may require some vocational training or job-related course work. In some cases, an associate's or bachelor's degree could be needed.

Employees in these occupations need anywhere from a few months to one year of working with experienced employees.

Tasks

Purchasing Managers

Core Tasks

Generalized Work Activities:

- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Judging the Qualities of Things, Services, or People - Assessing the value, importance, or quality of things or people.
- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.

Specific Tasks

Occupation Specific Tasks:

- Administer online purchasing systems.
- Analyze market and delivery systems to assess present and future material availability.
- Arrange for disposal of surplus materials.
- Control purchasing department budgets.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies.
- Interview and hire staff, and oversee staff training.
- Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales.
- Maintain records of goods ordered and received.
- Participate in the development of specifications for equipment, products or substitute materials.

Production, Planning, and Expediting Clerks

Core Tasks

Generalized Work Activities:

- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Monitor Processes, Materials, or Surroundings - Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

Specific Tasks

Occupation Specific Tasks:

- Arrange for delivery, assembly, and distribution of supplies and parts in order to expedite flow of materials and meet production schedules.
- Calculate figures such as required amounts of labor and materials, manufacturing costs, and wages, using pricing schedules, adding machines, calculators, or computers.
- Compile and prepare documentation related to production sequences, transportation, personnel schedules, and purchase, maintenance, and repair orders.
- Compile information, such as production rates and progress, materials inventories, materials used, and customer information, so that status reports can be completed.
- Confer with department supervisors and other personnel to assess progress and discuss needed changes.
- Confer with establishment personnel, vendors, and customers to coordinate production and shipping activities, and to



- Prepare and process requisitions and purchase orders for supplies and equipment.
- Prepare bid awards requiring board approval.
- Prepare reports regarding market conditions and merchandise costs.
- Represent companies in negotiating contracts and formulating policies with suppliers.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Review purchase order claims and contracts for conformance to company policy.
- Review, evaluate, and approve specifications for issuing and awarding bids.

Detailed Tasks

Detailed Work Activities:

- analyze market conditions
- analyze market or delivery systems
- assign work to staff or employees
- communicate technical information
- conduct market research
- conduct or attend staff meetings
- develop purchasing policies or procedures
- develop records management system
- direct and coordinate activities of workers or staff
- fill out purchase requisitions
- inspect merchandise to determine value
- locate sources of supply for purchasing
- maintain administrative services procedures manual
- maintain records, reports, or files
- manage inventories or supplies
- monitor consumer or marketing trends
- negotiate business contracts
- order or purchase supplies, materials, or equipment
- oversee execution of organizational or program policies
- purchase office equipment or furniture
- recommend purchase or repair of furnishings or equipment
- use appraisal techniques in purchasing
- use cost benefit analysis techniques
- use inventory control procedures
- use knowledge of sales contracts
- use negotiation techniques

Technology - Examples

Calendar and scheduling software

resolve complaints or eliminate delays.

- Contact suppliers to verify shipment details.
- Distribute production schedules and work orders to departments.
- Establish and prepare product construction directions and locations, and information on required tools, materials, and equipment, numbers of workers needed, and cost projections.
- Examine documents, materials, and products, and monitor work processes, in order to assess completeness, accuracy, and conformance to standards and specifications.
- Maintain files such as maintenance records, bills of lading, and cost reports.
- Plan production commitments and timetables for business units, specific programs, and/or jobs, using sales forecasts.
- Provide documentation and information to account for delays, difficulties, and changes to cost estimates.
- Record production data, including volume produced, consumption of raw materials, and quality control measures.
- Requisition and maintain inventories of materials and supplies necessary to meet production demands.
- Review documents such as production schedules, work orders, and staffing tables to determine personnel and materials requirements, and material priorities.
- Revise production schedules when required due to design changes, labor or material shortages, backlogs, or other interruptions, collaborating with management, marketing, sales, production, and engineering.

Detailed Tasks

Detailed Work Activities:

- arrange delivery schedules
- compile equipment operational data
- complete record of production
- confer with customer representatives
- confer with engineering, technical or manufacturing personnel
- confer with vendors
- coordinate production materials, activities or processes
- direct and coordinate activities of workers or staff
- estimate materials or labor requirements
- examine documents for completeness, accuracy, or conformance to standards
- examine products or work to verify conformance to specifications



- Scheduling software

Charting software

- Microsoft Office Visio

Data base management system software

- Oracle DBMS

Data base reporting software

- Business Objects Crystal Reports

Data base user interface and query software

- Corel Paradox

- Database software

- Microsoft Access

Electronic mail software

- IBM Lotus Notes

- Microsoft Outlook

Enterprise resource planning ERP software

- Bowen & Groves M1 ERP

- Enterprise resource planning ERP software

- Epicor Vantage ERP

- Lawson M3 Supply Chain Management software

- Oracle JD Edwards EnterpriseOne

- Oracle PeopleSoft

- SAP software

Financial analysis software

- Oracle PeopleSoft Enterprise Financial Management Solutions

Internet browser software

- Web browser software

Inventory management software

- Inventory management software

Materials requirements planning logistics and supply chain software

- Material requirement planning MRP software

Office suite software

- Microsoft Office

Point of sale POS software

- Point of sale POS software

Presentation software

- Microsoft PowerPoint

- fill out business or government forms
- maintain inventory of office forms
- maintain records, reports, or files
- manage inventories or supplies
- monitor materials or supplies
- operate business machines
- provide customer service
- read work order, instructions, formulas, or processing charts
- relay information to proper officials
- requisition stock, materials, supplies or equipment
- use computers to enter, access or retrieve data
- use oral or written communication techniques

Technology - Examples

Accounting software

- Peachtree Premium Accounting for Manufacturing

Analytical or scientific software

- KAPES software

- Micro Estimating FabPlan

- MFI Systems Costimator JS

Calendar and scheduling software

- Workbrain Employee Scheduling

Data base reporting software

- InetSoft software

- Tuppas software

Enterprise resource planning ERP software

- Epicor Vantage

- Exact Software Macola ES

- Geac MPC Production

- Maynard PlanStaff Manager (enterprise resource planning ERP feature)

- MicroStrategy Report Services

- PRONTO XI

- SAP software

- SYSPRO software

Financial analysis software

- Cost estimation software

Human resources software



Procurement software

- Ariba Spend Management Suite
- Automated purchase order software
- Bottomline Technologies Bottomline Sprinter Purchasing Manager
- Purchasing software
- PurchasingNet eProcurement

Project management software

- Microsoft Project
- Primavera Systems SureTrak Project Manager

Spreadsheet software

- Microsoft Excel
- Spreadsheet software

Word processing software

- Microsoft Word
- Word processing software

Tools - Examples

- 10-key calculators
- Desktop computers
- Personal computers

- Maynard PlanStaff Manager (human resources feature)

- Questek Humanis

Industrial control software

- Honeywell Wintress PACNet

Inventory management software

- Accvission ABMIS
- iCode Everest

- RyTech Inventory Control Software

Materials requirements planning logistics and supply chain software

- ABB Production Planning software
- ADi SmartBOL
- Applied Software Technologies Asset Maintenance and Materials Management System
- Asprova software
- Bills of lading software
- Concept 3000 software
- Creo Synapse Upfront
- DM2 Bills of Lading Software
- eLading Bill of Lading Software
- Enterprise Logix software
- ERP INDUSTRIOS Material Planning
- Factory Edge MRP
- Giraffe Production Systems software
- Ingenious ProPlan
- Ingenious ProSched
- InteProc Material Requirements Planning
- Interwave Technology RS Bizware Scheduler
- Lamar Info Net
- LSA Visual DBR
- LSA Visual Easy Lean
- Made2Manage Supply Chain Management
- Niku Clarity
- Oracle Flow Manufacturing



- Oracle Manufacturing Scheduling
- Pelion manufacturing process optimization MPO software
- Pivotal Z Prestige Scheduler
- PMC KanbanSIM
- Preactor APS
- Preactor Finite Capacity Scheduling
- Production scheduling and planning software
- RSS Solutions NaView
- Sage MAS 90
- Sage Timberline Office software
- Stratford Group INMASS/MRP
- Waterloo Hydrogeologic TACTIC
- Procurement software
 - Aestiva Purchase Order
- Spreadsheet software
 - Microsoft Excel
- Time accounting software
 - Work Technology WorkTech Time
 - Workbrain Time and Attendance
- Word processing software
 - Microsoft Word
- Tools - Examples
 - Desktop computers
 - Notebook computers
 - Personal computers
 - Scanners

Labor Market Comparison

Description	Purchasing Managers	Production, Planning, and Expediting Clerks	Difference
Median Wage	\$ 72,560	\$ 38,490	\$ (34,070)
10th Percentile Wage	\$ 46,340	\$ 27,320	\$ (19,020)



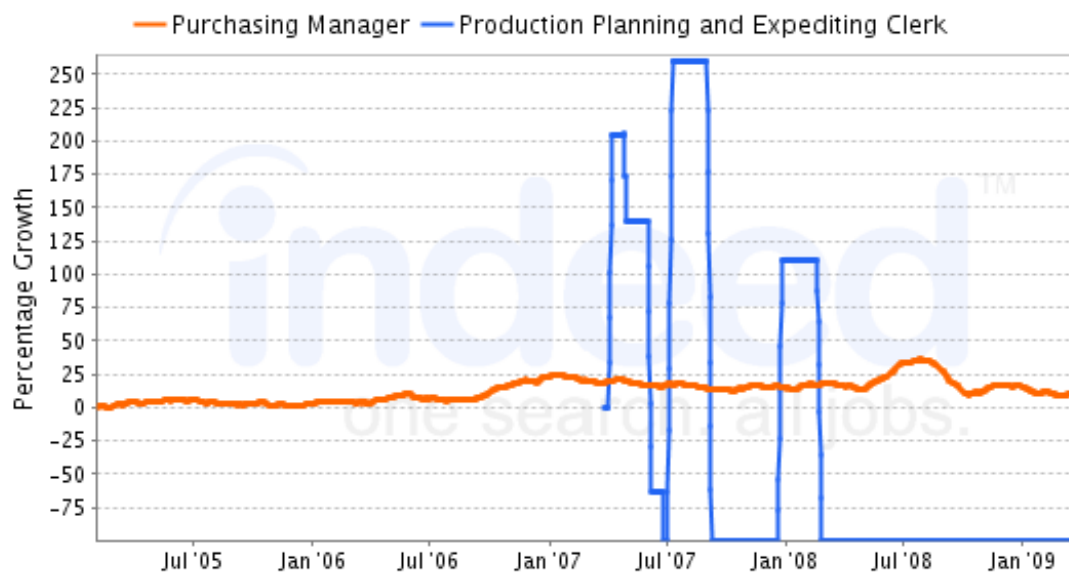
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 88,750	\$ 47,000	\$(41,750)
90th Percentile Wage	\$105,800	\$ 57,580	\$(48,220)
Mean Wage	\$ 74,700	\$ 40,730	\$(33,970)
Total Employment - 2007	330	1,320	990
Employment Base - 2006	343	1,287	944
Projected Employment - 2016	349	1,279	930
Projected Job Growth - 2006-2016	1.8 %	-0.6 %	-2.4 %
Projected Annual Openings - 2006-2016	11	35	24

National Job Posting Trends

Trend for Purchasing Managers

Trend for
Production,
Planning,
and
Expediting
Clerks

Job Trends from Indeed.com

Data from [Indeed](http://Indeed.com)

Recommended Programs

General Office/Clerical and Typing Services

General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.

Institution	Address	City	URL
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Northern Maine Community College	33 Edgemont Dr	Presque Isle	www.nmcc.edu
Parts, Warehousing, and Inventory Management Operations			
Parts, Warehousing, and Inventory Management Operations. A program that prepares individuals to provide administrative, technical, and managerial support in the operation of warehouses, control of inventory, parts identification, and the performance of counter services for customers. Includes instruction in record-keeping, equipment operation, database entry, supply logistics, shop operations and math, and customer and supplier relations.			
No schools available for the program			

Maine Statewide Promotion Opportunities for Purchasing Managers

O* NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
11-3061.00	Purchasing Managers	100	4	330	\$72,560.00	\$0.00	2%	11
11-3051.00	Industrial Production Managers	88	4	690	\$72,560.00	\$0.00	-12%	24
11-1021.00	General and Operations Managers	88	4	8,490	\$77,050.00	\$4,490.00	-5%	209
13-2052.00	Personal Financial Advisors	86	3	360	\$94,100.00	\$21,540.00	10%	13
11-2022.00	Sales Managers	86	4	1,310	\$72,720.00	\$160.00	3%	32
11-3021.00	Computer and Information Systems Managers	85	5	870	\$83,130.00	\$10,570.00	8%	21
11-1011.00	Chief Executives	83	5	750	\$102,290.00	\$29,730.00	-6%	25
11-2021.00	Marketing Managers	81	4	570	\$74,560.00	\$2,000.00	7%	17
25-1063.00	Economics Teachers, Postsecondary	81	5	80	\$73,830.00	\$1,270.00	11%	2
23-1011.00	Lawyers	81	5	1,910	\$80,120.00	\$7,560.00	6%	73
11-9041.00	Engineering Managers	79	5	720	\$91,030.00	\$18,470.00	-2%	14
11-9121.00	Natural Sciences Managers	78	5	180	\$79,810.00	\$7,250.00	8%	5
23-1023.00	Judges, Magistrate Judges, and Magistrates	77	5	80	\$115,160.00	\$42,600.00	1%	2
29-1051.00	Pharmacists	76	5	1,190	\$112,550.00	\$39,990.00	22%	46



17-2072.00	Electronics Engineers, Except Computer	75	4	210	\$76,420.00	\$3,860.00	-26%	4
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Top Industries for Production, Planning, and Expediting Clerks

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Management of companies and enterprises	551100	3.08%	9,023	10,402	15.28%
Aerospace product and parts manufacturing	336400	2.55%	7,452	7,590	1.84%
Warehousing and storage	493100	2.49%	7,296	9,745	33.57%
Motor vehicle parts manufacturing	336300	2.48%	7,273	5,790	-20.39%
Postal service	491100	2.25%	6,581	6,700	1.80%
Advertising and related services	541800	2.10%	6,149	6,938	12.83%
Printing and related support activities	323100	2.06%	6,024	4,773	-20.77%
General medical and surgical hospitals, public and private	622100	2.02%	5,909	6,541	10.71%
Semiconductor and other electronic component manufacturing	334400	1.89%	5,527	4,831	-12.59%
Wired telecommunications carriers	517100	1.75%	5,133	4,030	-21.49%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	1.75%	5,130	4,912	-4.26%
Federal government, excluding postal service	919999	1.73%	5,061	4,784	-5.47%
Plastics product manufacturing	326100	1.67%	4,880	5,172	6.00%
Management, scientific, and technical consulting services	541600	1.63%	4,761	8,500	78.52%
Employment services	561300	1.27%	3,724	4,713	26.56%

Top Industries for Purchasing Managers

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Management of companies and enterprises	551100	11.78%	8,188	9,439	15.28%
Federal government, excluding postal service	919999	4.94%	3,433	2,921	-14.92%
Local government, excluding education and hospitals	939300	3.37%	2,346	2,372	1.10%
Self-employed workers, primary job	000601	2.75%	1,910	2,034	6.54%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	2.55%	1,773	1,697	-4.26%
Aerospace product and parts manufacturing	336400	2.50%	1,739	1,772	1.84%
General medical and surgical hospitals, public and private	622100	2.12%	1,471	1,628	10.71%



Research and development in the physical, engineering, and life sciences	541710	1.92%	1,333	1,423	6.69%
Grocery and related product wholesalers	424400	1.92%	1,336	1,460	9.35%
Semiconductor and other electronic component manufacturing	334400	1.91%	1,328	1,161	-12.59%
Motor vehicle parts manufacturing	336300	1.58%	1,095	785	-28.35%
Professional and commercial equipment and supplies merchant wholesalers	423400	1.45%	1,009	1,059	4.91%
Residential building construction	236100	1.32%	916	1,031	12.61%
Plastics product manufacturing	326100	1.22%	849	900	6.00%
Electrical and electronic goods merchant wholesalers	423600	1.20%	837	986	17.90%